Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D.C.

March 29, 1898.

TO OFFICERS, AGENTS, AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

Attention is invited to the provisions of paragraph 14 (c), of the "Regulations Governing Financial Transactions with the U. S. Department of Agriculture."

This paragraph requires all persons traveling on public business to make use of street-cars and omnibuses in transferring between depots, hotels, etc., when those public modes of conveyance are available. The ordinary street-car fare is five cents; the omnibus (or transfer-coach) charge seldom exceeds twenty-five cents, and the usual charge for transfer of baggage is twenty-five cents. These rates will be allowed in every case without question. But when it is found necessary to pay charges in excess of those rates a statement (or foot-note) must be made setting forth that the amounts do not exceed the usual charges in the localities named for services of similar character. If no such statement be furnished the excess will be disallowed.

When neither street-cars nor omnibuses are available for use persons traveling are permitted to call cabs, or hacks, and to pay "legal local rates" therefor, but in every such case it must be clearly stated, either in the account itself or in an accompanying paper, that street-car or omnibus service could not have been procured.

Respectfully,

James Wilson
Secretary.

CIRCULAR LETTER.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

APRIL 25, 1901.

TO THE CHIEFS OF BUREAUS AND DIVISIONS,
AND OTHER OFFICERS, AGENTS, AND EMPLOYEES
OF THE DEPARTMENT OF AGRICULTURE.

My attention has been called to certain infringements of the Fiscal Regulations of this Department, among which are the following, viz:

1. Violations of Paragraphs 7 and 11, which positively forbid the incurring of an expense of any kind until formal written authority therefor has been issued. No purchases may be made and no travel performed until formal requisitions or letters of authority have been signed, except in cases of *extreme necessity*.

2. Violations of Paragraph 9*b*, which provides for competition for all purchases. General Order No. 21, of March 10, 1899, which is now in full force and effect, provides that *"Competition must be secured in every case when practicable."* The Chief of the Division of Accounts is directed to enforce a strict compliance with the letter and spirit of this regulation.

3. Violations of Paragraph 16, which directs that the telegraph should be used sparingly.

I have also learned that frequently there is unnecessary delay in certain divisions in certifying vouchers for services and supplies. This, in turn, delays payment and brings adverse criticism upon the Department. Promptness in this particular is hereby required in all cases.

The terms of every contract must be strictly observed, and all violations must be reported to the Division of Accounts, in order that the proper penalties may be enforced.

The practice of allowing typewriters to be placed on trial in the Department to be paid for from future appropriations must be discontinued.

Especial attention is invited to Section 3678, of the Revised Statutes. Transfers from one appropriation to another when funds run low is a positive violation of law. The law, not considerations of convenience, must govern in all the transactions of this Department.

The making of a part of an appropriation "immediately available" is equivalent to a deficiency in that appropriation for the prior year. The policy of this Department is to avoid deficiencies.

The Disbursing Officer of the Department is hereby placed directly in charge of the appropriation for "Contingent Expenses" and will be held responsible for its legal and judicious distribution. He is also authorized and directed to enforce a strict compliance with the Fiscal Regulations, with the statutes and decisions affecting fiscal affairs, and with the terms of every contract for supplies or services. To these ends he is authorized to call for such explanations and evidence as he may find necessary in determining whether the requirements of the statutes, regulations, and contracts have been properly observed.

James Wilson

Secretary.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

FEBRUARY 28, 1902.

CIRCULAR LETTER NO. 1.

Owing to the prevalence of smallpox in this city and the threatening outlook for its spreading further, it is advised and recommended that all employees of this Department in the District of Columbia, or nearby stations, be at once vaccinated, if they have not been already successfully vaccinated within the past three months. This is suggested with a view to the best interests of the public service and for the health and protection of the several employees of the Department, and upon the urgent recommendation and authority of the Health Officer of the District.

Each employee who is vaccinated in compliance with the foregoing should file a certificate to that effect from the physician.

J. H. Brigham

Acting Secretary.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

MAY 31, 1902.

CIRCULAR LETTER.

TO ALL CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES
OF THE DEPARTMENT OF AGRICULTURE.

Your attention is hereby called to the absolute necessity of promptly filing with the Appointment Clerk, before the termination of the first half of the fiscal year, and also before the termination of the second half of the fiscal year, the efficiency reports respecting the persons serving under you.

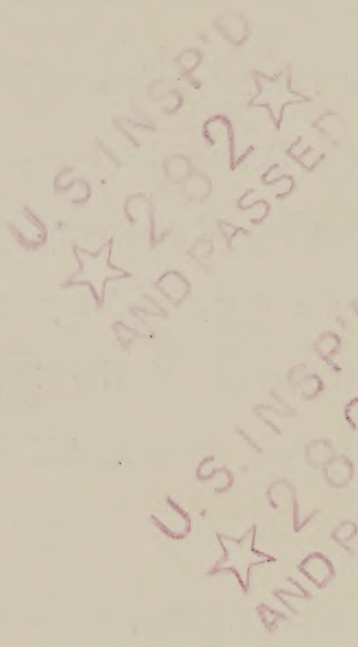
Regulation 3, Section 4, of the Regulations governing promotions, etc., in the Department of Agriculture, promulgated by the U. S. Civil Service Commission, is as follows:

> The efficiency reports, made by the chiefs of the several bureaus, divisions, and offices of the Department of Agriculture, respecting the value of the personal services in the Department of each person serving under them, and filed with the Appointment Clerk for the Chief Clerk of the Department, shall be the basis of all promotions, demotions, and continuations on the rolls of the Department.

Neglect or delay in filing these efficiency reports with the Appointment Clerk is a breach of the Civil Service rules, and must not occur.

James Wilson

Secretary of Agriculture.


U.S. INSP'D
☆282☆
AND PASSED
U.S. INSP'D
☆282☆
AND PASSED

United States Department of Agriculture,

Office of the Chief Clerk,

Washington, D. C.

JULY 3, 1902.

CIRCULAR.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

The Rules and Regulations of the Post Office Department governing the carriage of mail matter through the mails state—

That mailable matter of the fourth class shall embrace all matter not embraced in the first, second or third class, which is not in its form or nature liable to destroy, deface, or otherwise damage the contents of the mail bag or harm the person of any one engaged in the postal service, and is not above the weight provided by law, which is hereby declared to be NOT EXCEEDING FOUR POUNDS FOR EACH PACKAGE THEREOF, except in case of single books weighing in excess of that amount, and except for books and documents published or circulated by order of Congress, *or printed or written* official matter emanating from any of the Departments of the Government or from the Smithsonian Institution, or which is not declared unmailable under the provisions of section thirty-eight hundred and ninety-three of the Revised Statutes as amended by the Act of July twelfth, eighteen hundred and seventy-six, or matter appertaining to lotteries, gift concerts or fraudulent schemes or devices.

Postmasters, except at the city of Washington, D. C., are instructed to decline to accept for mailing packages offered to them weighing in excess of the limit provided by law, whether such packages are presented as free matter by officers of the Government, under the penalty label, or prepaid as third or fourth class matter.

Your attention, and that of employees of this Department, is called to the foregoing. Violation of the lawful rules and regulations of another Department of the Government will not be tolerated. In some recent instances a non-compliance with the law, and the rules and regulations of the Post Office Department, has caused great annoyance, not only to that Department, but to the head of this Department.

When there is any doubt as to the weight of mail matter desired to be mailed, the attention of the Postmaster, or other proper authority, should be called to the same, and his decision and requirements in the premises should be complied with.

The Secretary expects and requires a strict compliance with this order.

By order of the Secretary:

ANDREW GEDDES,

Chief Clerk.

LIST OF CLASSIFIED DUTIES, NOT TO BE PERFORMED BY MERE MANUAL UNSKILLED LABORERS.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., July 26, 1902.

The Honorable
THE SECRETARY OF AGRICULTURE.

SIR:

* * * * * * *

In accordance with the provisions of paragraph 3 of Rule XII [of the Civil Service Rules], which requires the Commission to determine the status of positions of laborers or workmen, as classified or unclassified, you are informed that, in the opinion of the Commission, any position of laborer or workman to which any of the following duties pertain is by virtue of those duties to be treated and regarded as classified:

Clerical work; duties in the nature of messenger work, errands, carrying or delivering, or answering calls, where ability to read or write, or to understand reading or writing, is required; press copying, handling letter press, mimeographing, copying of all kinds, briefing, labeling, map drafting, tracing, etc.; all duties in the nature of book binding, computing, keeping accounts, or weighing; indexing, recording, cataloguing, and making written entries of every description; preparation or revision of mailing lists, or other lists of names, objects, or materials; filing, withdrawing matter from files, inspecting files, and work connected therewith; receiving, storing, caring for, comparing, assorting, arranging, classifying, distributing, issuing, packing, or delivering, of cards, certificates, documents, papers, stationery, supplies, or any other materials, in which ability to read or write is required, or duties requiring a knowledge of any of the several operations last mentioned; writing franks or addresses; filling requisitions; keeping scrap books, or making extracts or clippings from any written or printed matter; counting or numbering; all duties connected with the handling of mail, except in bulk, and mailing, which require ability to read or write, including the receipt, distribution, and disposition of incoming mail, the selection, preparation, arranging, assorting, putting up, and dispatch, of all outgoing mail, any entry, record, or filing incident to said operations, including all handling of mail except in bulk; all gathering, wrapping, folding, packeting, tying, sealing, or otherwise preparing any matter whatever for transportation, in which ability to read or write is required; all work connected with the handling of money, complete or in process of manufacture or cancellation, in which ability to read or write, or to understand values, denominations, or amounts is required; and any other duties not heretofore enumerated, which require employees to read or write; performing, either as principal or assistant, technical, professional, scientific, or skilled work, or work other than mere manual labor, in laboratories, museums, or elsewhere; all duties requiring knowledge or skill not usually acquired by laborers in the performance of mere manual labor; duties which require skill, in connection with the operation of machinery, or machines, or in the various processes of printing, engraving, lithographing, electrotyping, or similar arts; operating computing machines; photographic work; duties pertaining to mechanical trades, or usually performed by helpers or apprentices, including repair work; duties connected with the installation, extension, repair, alteration, or care of electrical apparatus, for light, heat, power, transportation, or communication; all skilled labor; all police or watchman duties; guides; duties of a fireman, attending to furnaces, fires, or boilers, by day or night, in winter or summer; running elevators; telephone operators; foreman of laborers; tile setter; all supervisory work; assistant to engineer in road making; preparing, mounting, or arranging specimens of plants, animals, insects, fossils, or other objects, and handling, numbering, labeling, or installing the same; duties usually pertaining to the position of gardener; grafting and seed testing; charge of breeding pens.

The above list is intended to contain no duties properly pertaining to the position of mere laborer or workman. On the other hand, it probably does not enumerate all the duties which would serve to classify the positions to which they pertain. It embodies the conclusions drawn by the Commission from the data now in its possession. * * *

Very respectfully,

JOHN R. PROCTER,
President, U. S. Civil Service Commission.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

CIRCULAR LETTER.

JULY 29, 1902.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, AND SECTIONS OF THE U. S. DEPARTMENT OF AGRICULTURE:

GENTLEMEN: The following extract from a communication from the U. S. Civil Service Commission is published and commended to your attention for your guidance in relation to the duties which must not be performed by mere manual, unskilled, unclassified laborers, selected and appointed from certificates issued by the Board of Labor Employment in the Department of Agriculture.

Very respectfully,

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,

Office of Chief Clerk,

Washington, D. C.

SEPTEMBER 15, 1902.

CIRCULAR.

The following Executive Order is hereby published for the information and guidance of the officers and employees of this Department in the City of Washington:

EXECUTIVE ORDER.

In order that the members of the Grand Army of the Republic employed in the public service in the City of Washington may have the opportunity of joining in the parade arranged for Wednesday, October 8, 1902, and that all others may unite with the citizens of the District of Columbia in showing honor to the Union soldiers and sailors to be gathered in the National Capital on that occasion,

It is hereby ordered, That the several Executive Departments, the Government Printing Office, and the Navy Yard and Station at Washington be closed on that day.

(Signed) THEODORE ROOSEVELT.

WHITE HOUSE,
September 10, 1902.

By order of the Secretary:

ANDREW GEDDES,
Chief Clerk.

CIRCULAR.

United States Department of Agriculture,

OFFICE OF THE SECRETARY.

WASHINGTON, D. C., *September 18, 1902.*

POLITICAL ASSESSMENTS.

For the information and guidance of all officers and employees of this Department there are published herewith certain extracts from the Civil Service Act of January 16, 1883, together with an extract from a letter addressed by the Honorable the Attorney-General to all officers and employees of the Department of Justice under date November 22, 1901.

By order of the Secretary:

Andrew Geddes,

Chief Clerk.

The Civil Service Act of January 16, 1883, provides:

SEC. 2, Paragraph 2, Clause 5. That no person in the public service is for that reason under any obligation to contribute to any political fund, or to render any political service, and that he will not be removed or otherwise prejudiced for refusing to do so.

* * * * * * *

SEC. 11. That no Senator, or Representative, or Territorial Delegate of the Congress, or Senator, Representative, or Delegate elect, or any officer or employee of either of said Houses, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee of any department, branch, or bureau of the executive, judicial, or military or naval service of the United States, shall directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription, or contribution for any political purpose whatever, from any officer, clerk, or employee of the United States, or any department, branch, or bureau thereof, or from any person receiving any salary or compensation from moneys derived from the Treasury of the United States.

SEC. 12. That no person shall, in any room or building occupied in the discharge of official duties by any officer or employee of the United States mentioned in this act, or in any navy-yard, fort, or arsenal, solicit in any manner whatever, or receive any contribution of money or any other thing of value for any political purpose whatever.

SEC. 13. No officer or employee of the United States mentioned in this act shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten so to do, for giving, or withholding, or neglecting to make any contribution of money or other valuable thing for any political purpose.

SEC. 14. That no officer, clerk or other person in the service of the United States shall, directly, or indirectly, give or hand over to any other officer, clerk or person in the service of the United States, or to any Senator or Member of the House of Representatives, or Territorial Delegate, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever.

SEC. 15. That any person who shall be guilty of violating any provision of the four foregoing sections shall be deemed guilty of a misdemeanor, and shall on conviction thereof, be punished by a fine not exceeding five thousand dollars, or by imprisonment for a term not exceeding three years, or by such fine and imprisonment both in the discretion of the court.

Civil Service Rule II, Clause I reads as follows:

I. Any person in the executive civil service of the United States who shall wilfully violate any of the provisions of the civil-service act or of these rules shall be dismissed from office.

Section 2 of the act of January 16, 1883, provides that no person in the public service "has any right to use his official authority or influence to coerce the action of any person or body."

The extract from the letter of the Attorney-General, dated November 22, 1901, reads as follows:

"Your attention is directed to a circular of this Department issued August 20, 1900, in which section 2 of the Civil Service Act of January 16, 1883, forbidding any executive officer or employee, among others, to solicit or receive political contributions from any officers or employees of the United States, was quoted, and all persons serving under this Department were required to observe strictly the prohibitions of that law, and were recommended to refrain from service on political committees charged with the collection and disbursement of campaign funds. I now repeat the injunctions of that circular, and add the following further directions on this subject:

* * * * * * *

"Persons in the Government service under this Department should not act as chairmen of political organizations, nor make themselves unduly prominent in local political matters. It is expected and required that all officers and employees of this Department shall act in entire conformity with the views herein set forth."

○

CIRCULAR.

United States Department of Agriculture,

OFFICE OF THE SECRETARY.

WASHINGTON, D. C., *September 25, 1902.*

PRESENCE OF GOVERNMENT REPRESENTATIVES UPON INDIAN RESERVATIONS.

The unauthorized presence on Indian reservations of persons claiming to be in the employ of this Department having been reported to the Secretary of the Interior, the attention of Chiefs of Bureaus, Divisions, and Offices of this Department is respectfully called to the following extract from a letter of the Honorable the Secretary of the Interior addressed to the Secretary of Agriculture on this subject. Strict compliance therewith must be observed.

By order of the Secretary:

Andrew Geddes,

Chief Clerk.

Extract from Letter of the Secretary of the Interior dated September 16, 1902.

In order to avoid embarrassment and annoyance to Indian agents, as well as to the representatives of your Department who may in the future be required to visit Indian reservations on official business, and in the interest of good government upon such reservations, I respectfully request that hereafter whenever it is desired to send such agents or representatives upon an Indian reservation, *that the agents in charge of such reservations be notified thereof through this Department*, so that no misunderstanding may arise regarding the presence of such persons thereon.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

DECEMBER 9, 1902.

CIRCULAR LETTER.

TO ALL CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES
OF THE DEPARTMENT OF AGRICULTURE:

Your attention is hereby called to the absolute necessity of promptly filing with the Appointment Clerk, before the termination of December, for the first half of the fiscal year, and also, before the termination of June, for the second half of the fiscal year, the efficiency reports respecting the persons serving under you.

Regulation 3, Section 4, of the regulations governing promotions, etc., in the Department of Agriculture, promulgated by the United States Civil Service Commission, is as follows:

"The efficiency reports, made by the Chiefs of the several Bureaus, Divisions, and Offices of the Department of Agriculture, respecting the value of the personal services in the Department of each person serving under them, and filed with the Appointment Clerk for the Chief Clerk of the Department, shall be the basis of all promotions, demotions, and continuations on the rolls of the Department."

Neglect or delay in filing these efficiency reports with the Appointment Clerk is a breach of the Civil Service rules.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,

Office of the Chief Clerk,

Washington, D. C.

APRIL 15, 1903.

CIRCULAR.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

The following extract from a letter addressed to the Secretary of Agriculture by the Postmaster-General, dated April 14, 1903, is herewith published for the information and guidance of all concerned. The law and regulations referred to must be strictly complied with:

I have the honor to inform you that ever since the passage of the act of July 15, 1884 (chap. 234, 1 supp.), section 3 of that act, which reads as follows:

"Any Department or officer authorized to use the penalty envelopes may inclose them with return address to any person or persons from or through whom official information is desired, the same to be used only to cover such official information and indorsements relating thereto,"

has been construed by this Department to apply to official correspondence, and not as authorizing penalty envelopes or labels to be furnished to contractors of the Government for the purpose of transmitting articles purchased of them to Executive Departments, nor the furnishing of such envelopes or labels to persons who may actually DONATE articles of any character to a Department.

Penalty envelopes or labels furnished by your Department to persons not in the employ thereof, or who are not officers of the Government, may not, under the law, be used by them for the transmission in the mails, free of postage, of any matter other than the "official information (CORRESPONDENCE) and indorsements relating thereto" which is asked for.

By order of the Secretary:

Andrew Geddes,

Chief Clerk.

U. S. Department of Agriculture,
Office of Chief Clerk,
Washington, D. C.

MAY 6, 1903.

CIRCULAR.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

The following letter from the Postmaster-General, addressed to the Secretary of Agriculture, dated May 5, 1903, is published for the information and guidance of all concerned. It is the Postmaster-General's construction of the law and regulations in effect in his Department as published in Circular from this Office dated April 15, 1903:

"In reply to your communications of the 18th and 21st instants, I have the honor to inform you that it is perfectly proper, under section 3 of the Act of July 15, 1884 (chap. 234, 1 Supp.), for you to furnish publishers with penalty envelopes addressed to your Department, to be used by them in transmitting through the mails, free of postage, copies of their publications for which no charge is made when such publications contain official information necessary to your Department.

It is also proper for an Executive Department to furnish penalty envelopes bearing a return address to persons in possession of public documents to be used by them in returning such documents to the Department."

By order of the Secretary:

Andrew Geddes,

Chief Clerk.

CIRCULAR LETTER.

Department of Agriculture,
Office of the Secretary,
Washington, D.C.

July 23, 1903.

To the Chiefs of Bureaus, Divisions and Offices:

To insure uniformity in the methods of procuring supplies and services (other than personal service) for this Department, it is hereby ordered that all invitations to submit estimates, otherwise known as "informal bids for supplies", shall hereafter be prepared in the Division of Supplies.

Whenever it shall be found necessary to the proper and efficient transaction of the business of any bureau, division, or office, of this Department (except the Weather Bureau), to procure any supplies or service (other than personal) not already on contract, a full and accurate description of the needed supplies or services will be furnished to the Chief of the Division of Supplies. The names of a number of dealers in the articles and services desired may accompany this description, but in sending out invitations for estimates the Division of Supplies will not be limited to the names so furnished.

Immediately upon receiving a request for any items of supplies or service not on contract the Chief of the Division of Supplies will cause communications to be addressed to a reasonable number of responsible dealers in goods of the classes mentioned in the request, inviting them to submit proposals for furnishing the same. When the estimated value of the desired article or articles shall be close to

fifty dollars ($50.00), or more than that amount, such invitations shall be prepared upon the printed form (R) for "informal bids". When the cost of the desired articles is known to be less than fifty dollars ($50.00), proposals may be submitted on the smaller form (Q), but competition must be had in all cases when practicable, except in cases where the amount involved is quite insignificant. The number of dealers from whom estimates should be asked may not be less than three in any case; in ordinary cases two, three, or more, times that number should be invited to submit proposals.

The mention of a patented article, or an article manufactured by a single establishment, shall be considered simply as fixing a standard to which the successful bidder must conform. Bidders will not be restricted to the particular make so mentioned, but may submit estimates for furnishing an article of any make, subject only to the condition that it shall fully conform to the standard so prescribed.

All requests for proposals (informal bids), after being prepared in the Division of Supplies, will be submitted to the Chief of the Division of Accounts for his scrutiny. If he approves, he will append his signature thereto and return the same to the Division of Supplies for mailing.

Bidders must be given absolutely equal opportunities. The business of this Department must be kept free from all taint or suspicion of favoritism. Positively no information whatever shall be given to an intending bidder unless it be in writing and unless the precisely

identical information be furnished to all others from whom estimates for the same articles have been requested.

All proposals should be so prepared as to be opened on Tuesdays and Fridays at two o'clock, p. m. The requirements of Section 3709, Revised Statutes of the United States, as amended by Act of March 1, 1899, must be strictly observed.

Very respectfully,

James Wilson
Secretary.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

JULY 6, 1904.

CIRCULAR LETTER:

In compliance with a decision of Acting Attorney General M. D. Purdy, rendered June 24, 1904, annual leaves of absence will "be reckoned without excluding Saturday afternoons within the months of July, August, and September."

Respectfully,

S. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

133½

CIRCULAR LETTER.

FEBRUARY 1, 1905.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES,
AND THE FOREST SERVICE OF THE
UNITED STATES DEPARTMENT OF AGRICULTURE.

GENTLEMEN:

Employees

It is my desire that, from this date, in all cases where you deem it necessary to recommend the appointment, promotion, or other change in the salary of any person in the section of the Department under your control, specific and particular explanations and reasons be given fully by you, in writing, to the Secretary of Agriculture, stating why such action should be taken. It is absolutely necessary that I receive the above-required information before I act upon this class of recommendations made by you. This is required separate from, and in addition to, your semiannual efficiency reports respecting the persons employed under your supervision.

Very respectfully,

James Wilson

Secretary of Agriculture.

(COPY)

Department of Agriculture,
Office of the Secretary,
Washington.

(1905.--Department Circular No.1.)

March 8, 1905.

TO THE OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

The following instructions, which have been approved by the Comptroller of the Treasury, are issued for the guidance of those employees of this Department who are charged with the preparation, certification, or payment of salary accounts, paid from lump sum appropriations:

1. When the compensation of an employee is increased or diminished for service in the same employment and under the same appropriation, he is entitled to one-thirtieth of the monthly pay or monthly instalment of the annual pay for each day's service at each rate of pay, exclusive of the thirty-first day of a thirty-one day month.

Example: An employee is employed at a salary of $1800.00 per annum from October 1 to 3 inclusive, he is then employed at a salary of $1600.00 per annum from October 4 to 7 inclusive, and is restored to a salary of $1800.00 per annum on October 8. The person should be paid for four days at $1600.00 per annum, and twenty-six days at $1800.00 per annum.

2. Where an employee is on leave without pay during a part of a month, one-thirtieth of the monthly pay or monthly instalment of annual pay should be deducted for each day's absence, including the thirty-first day of a thirty-one day month.

Example: An employee was absent on leave without pay from October 1 to October 18, inclusive, and worked from October 19 to October 31, inclusive. He should be paid for twelve days only.

3. An employee who is absent without pay on the thirty-first day of a thirty-one day month is entitled to pay for twenty-nine days only. If absent two days, he is entitled to twenty-eight days' pay only. If he works ten days, he is entitled to nine days' pay only. If he works only one day, he is not entitled to any pay--that is, an employee should be charged with one-thirtieth of the monthly instalment for each day's absence without pay.

4. An employee who enters the service on a day other than the first day of the month, or who resigns to take effect other than the last day of the month, will be paid one-thirtieth of the monthly instalment for each day of actual service.

United States Department of Agriculture,

OFFICE OF THE SECRETARY.

[1905.—Department Circular No. 2.]

WASHINGTON, D. C., *April 15, 1905.*

TO THE OFFICERS AND EMPLOYEES
OF THE DEPARTMENT OF AGRICULTURE.

For your information and guidance in the duties of your respective positions in the Department, I direct your attention to the following executive orders, etc., issued by the President and to the Civil Service Rules. It is very necessary that strict attention and observance be paid to the conditions and limitations of employment, especially with regard to laborers, as therein set forth, and note should be made of the instruction of the President to the Secretary of the Treasury, as follows:

I have recently issued orders classifying all laborers who have been doing classified work. Registers of laborers had been established * * * and the auditors will take note that where any man is appointed save from these registers he is illegally appointed and is not entitled to receive any salary.

It is very necessary that the Chiefs of the several Bureaus, Divisions, and Sections of the Department permit no person to enter upon any duties or work under their control until the person has received an appointment from the Secretary, and I have strictly charged the Appointment Clerk to present no appointment to me or to the Acting Secretary for signature except it be made in strict accordance with the orders of the President and the Rules of the Classified Civil Service and is initialed by him.

EXECUTIVE ORDER.

No person shall be appointed or employed in any Executive Department or Office for the performance of any service of the character performed by classified employees except in accordance with the provisions of the civil-service rules; and before making any appointment or employment for service with respect to which there may be reasonable doubt as to the requirement of examination the head of the Department or Office shall confer with the Civil Service Commission for the purpose of determining whether examination is required, and when such conference does not result in agreement the case shall be presented to the Attorney-General for his opinion.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *November 29, 1904.*

EXECUTIVE ORDER.

Laborers in the Executive Departments and Offices in Washington, who were reported in the lists furnished by the Departments to the Civil Service Commission in 1902, in compliance with section 3, Civil-Service Rule XII, as amended January 23, 1902, whose principal duties were at that time and are

now of the grade performed by classified employees, will be regarded as classified laborers in the positions occupied by them on the date of this order and may be promoted to clerical grade, or be transferred, in the manner provided by the civil-service rules and regulations.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *January 12, 1905.*

FROM ACT MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE FOR THE FISCAL YEAR ENDING JUNE 30, 1906.

All classified laborers whose positions are transferred from the lump funds to the statutory rolls are hereby placed in the classified service without further examination in the grades and at the rates of compensation herein provided.

Approved, March 3, 1905.

EXECUTIVE ORDER.

Laborers classified as clerks shall not receive further increase of compensation without examination and certification under the regulations governing promotion from the subclerical to the clerical grade.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *March 11, 1905.*

EXECUTIVE ORDER.

On January 12, 1905, I directed the classification of certain laborers in the Departments at Washington whose principal duties were of a classified character. These were laborers who had been doing classified work since 1902, when regulations were issued for the appointment of laborers by competitive tests. It now appears from reports made by the heads of Departments that since these regulations were made a considerable number of laborers have been assigned to classified work. With the view that *hereafter under no circumstances whatever shall any unclassified laborer be assigned to classified work*, I direct that the additional laborers referred to as shown in reports already made to the Civil Service Commission be regarded as classified in the positions occupied by them on the date of this order, and that they may be promoted to the clerical grade or transferred in the manner provided by the civil-service rules and regulations. Laborers who, in connection with their usual duties, are to perform work of the grade performed by classified employees, shall be appointed upon certificate by the Commission from appropriate registers of eligibles in the manner provided by the civil-service rules.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *March 30, 1905.*

Attention is particularly invited to two provisions of the order:

(1) Under no circumstances whatever shall any unclassified laborer be assigned to classified work.

(2) Laborers who, in connection with their usual duties, are to perform work of the grade performed by classified employees, shall be appointed upon certificate by the Commission from appropriate registers of eligibles in the manner provided by the civil-service rules.

THE WHITE HOUSE,
Washington, March 30, 1905.

To the SECRETARY OF THE TREASURY:

I have recently issued orders classifying all laborers who have been doing classified work. Registers of laborers had been established and it was ordered that all unclassified laborers should be appointed from those registers. Heads

of Departments, Bureaus, and Offices are of course explicitly prohibited from hereafter appointing any laborer except from these registers, where such registers have been established, and the Auditors will take note that where any man is appointed save from these registers he is illegally appointed and is not entitled to receive any salary.

Please call the attention of the Auditors of the several Departments to the above.

THEODORE ROOSEVELT.

CIVIL-SERVICE RULE II, SECTION 5.

Laborers who, in connection with their usual duties, are to perform work of the grade performed by classified employees, shall be appointed upon certification by the Commission from appropriate registers of eligibles in the manner provided by these rules; and a person employed merely as a laborer or workman without examination under these rules shall not be assigned to work of the grade performed by classified employees.

CIVIL-SERVICE RULE XII, SECTION 3.

Any person in the executive civil service who shall willfully violate any of the provisions of the civil-service act or of these rules shall be removed from the service.

Copies of the Civil Service act, rules and regulations, and Manual of Examinations may be obtained from the Civil Service Commission.

James Wilson

Secretary of Agriculture.

O

United States Department of Agriculture,

OFFICE OF THE SECRETARY.

[1905.—Department Circular No. 3.]

WASHINGTON, D. C., *May 8, 1905.*

TO THE OFFICERS AND EMPLOYEES
OF THE DEPARTMENT OF AGRICULTURE.

Hereafter when any employee of the Department makes any new and useful discovery or invention of any machine, device, or process connected with the work of the Department, through the expenditure of Government time and Government money, you are directed to cause a patent to be applied for on the said discovery or invention, through the Law Officer of the Department. The patent will be taken out in the name of the inventor, without any expense to him, and will allow to any citizen of the United States the use of the patented article or process without payments of royalty.

All employees of this Department are prohibited from patenting any device or process or discovery connected with the work of the Department except in the manner above described.

James Wilson

Secretary of Agriculture.

O

United States Department of Agriculture,

OFFICE OF THE SECRETARY.

[1905.—Department Circular No. 4.]

WASHINGTON, D. C., *September 25, 1905.*

TO OFFICERS AND EMPLOYEES
OF THE DEPARTMENT OF AGRICULTURE.

The following regulations are promulgated for your guidance:

Regulation I.—No officer or employee of the Government who is in a position, either to influence the award of a contract with the Department, or to cause purchases of supplies to be made for the Department, shall be interested in any firm, company, or corporation doing business with the Department.

Regulation II.—Officers or employees who are engaged upon investigations of special industries for the Department shall not be connected with, or interested in, any firm, company, or corporation whose scope of business includes the industry which the officer or employee is investigating for the Department; and an officer or employee engaged upon the above described work shall in no case allow his name, his work, or his connection with the Department to be used in promoting, or exploiting, or selling stock in, any firm, company, or corporation, the scope of whose business includes the special industry which such officer or employee is investigating for the Department.

Regulation III.—No officer or employee shall perform or be engaged upon work for private individuals, firms, companies, corporations, or institutions without the written consent of the Secretary, first had and obtained through the Chief of the Bureau, Office, or Division in which said officer or employee serves.

The purpose of this regulation is not to prevent officers and employees of the Department from performing proper work, outside of office hours, which does not interfere with or hamper work for the Department, but is designed to afford the Secretary an opportunity to pass upon the kind and quantity of outside work which may be permitted in order that such work shall not impair the usefulness of such officers or employees to the Government.

JAMES WILSON,
Secretary.

O

United States Department of Agriculture,

OFFICE OF THE SECRETARY.

[1905.—Department Circular No. 5.]

WASHINGTON, D. C., *October 12, 1905.*

TO OFFICERS AND EMPLOYEES
OF THE DEPARTMENT OF AGRICULTURE:

Officers and employees of the Department of Agriculture are held responsible and accountable for all books, periodicals, and papers drawn by them from the Department Library. The rules of the Library as to time and method of withdrawals shall be followed closely. The Librarian is instructed to report to the Disbursing Officer the name of any official or employee who fails to return or to account in a satisfactory manner for books withdrawn. The Disbursing Officer is instructed, upon receipt of such notice from the Librarian, to withhold the pay of such officer or employee, and to report the matter to the Secretary.

JAMES WILSON,
Secretary.

O

United States Department of Agriculture,

OFFICE OF THE SECRETARY.

[1905—Amendment to Department Circular No. 4.]

WASHINGTON, D. C., *October 20, 1905.*

TO CHIEFS OF BUREAUS,
OFFICES, AND DIVISIONS:

Regulation III of Department Circular No. 4 prescribes that—

No officer or employee shall perform or be engaged upon work for private firms, companies, corporations, or institutions without the written consent of the Secretary first had and obtained through the Chief of the Bureau, Office, or Division in which said officer or employee serves.

It is hereby ordered that before transmitting to the Secretary for his consideration the written application of an employee or officer for permission to engage in or continue any nonofficial occupation, the Chief of the Bureau, Division, or Office shall indorse upon said application his recommendation in the premises, whether of approval or disapproval.

JAMES WILSON,
Secretary.

O

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

NOVEMBER 3, 1905.

CIRCULAR LETTER.

TO OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

In order that the telegraphic business of the Department may be divided equitably between the Western Union and Postal Telegraph-Cable companies the following rules will hereafter be observed:

1. All telegrams emanating from the Department or any of its Bureaus, Offices, or Divisions (except the Weather Bureau) shall be sent to the telegraph operator of the Bureau or Department for transmission. The said operator shall keep a record of the telegrams so sent, and shall divide them as equally as possible between the two companies in cases where messages are sent to points covered by the lines of both companies.

2. Employees of the Department traveling or located outside of Washington (except the Weather Bureau) will endeavor to equitably divide the telegraph business between the two companies.

By order of the Secretary:

E. R. Burnett

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

DECEMBER 15, 1905.

CIRCULAR LETTER.

TO THE OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

Where permission is granted for a clerk, or other employee, to be absent on annual leave for a day, or for a specific period of time, and the time expires on Saturday or on a day preceding a legal holiday, the Sunday or legal holiday will not be charged against the annual leave of the clerk or other employee, nor will any deduction of pay be made on account of absence on the said Sunday or legal holiday, provided the clerk or other employee returns to duty on the day following the Sunday or legal holiday.

Where a clerk, or other employee, not entitled to leave with pay is absent without permission, pay should be deducted for each day's absence, including Sundays and legal holidays.

This is in accordance with the decision of the Comptroller of the Treasury, and should be borne in mind in certifying to the amounts due to employees for salary.

By order of the Secretary:

E. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

FEBRUARY 3, 1906.

CIRCULAR LETTER.

TO THE OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

The telephone service rented from the Chesapeake and Potomac Telephone Company is to be used for the transaction and expedition of official business exclusively. A charge of two and one-half cents ($0.025) per message, in addition to the line and instrument rental, is made by the telephone company.

Hereafter officers and employees are directed to use the telephones leased from the Chesapeake and Potomac Telephone Company for personal messages only when important personal matters demand immediate attention. A charge of two and one-half cents ($0.025) will be made for each personal message transmitted. The details of the payment of these charges for personal messages will be formulated by the Chief Clerk.

By order of the Secretary:

W. R. Beal

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

MARCH 16, 1906.

CIRCULAR LETTER.

THE CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES OF THE U. S. DEPARTMENT OF AGRICULTURE.

GENTLEMEN: I call your attention to the following Executive Order issued by the President respecting the appointment and classification of LABORERS:

EXECUTIVE ORDER.

"No person shall hereafter be appointed to the position of laborer except upon certification under the civil-service rules, if the position requires, in connection with the usual duties of mere laborer, the performance of work of the grade done by classified employees.

"No person who is to perform manual labor merely, in cities where the labor regulations are in force, shall be appointed without the approval of the Board of Labor Employment, subject to the supervision of the Civil Service Commission.

"Laborers now employed in such cities whose principal duties are of the grade performed by classified employees, and who are efficiently and satisfactorily performing such duties, may, subject to the approval of the Civil Service Commission, be regarded as classified upon such approval. No laborer thus classified shall receive increase of pay or be promoted or transferred without examination by the Commission.

"Heads of Departments shall report to the Commission the names and duties of each laborer in the offices affected by this order, stating specifically the kind of labor performed, whether his services have been efficient and satisfactory, and, where the laborer is assigned to more than one kind of work, approximately the length of time assigned to classified and unclassified work daily.

"THEODORE ROOSEVELT.

"THE WHITE HOUSE, *February 24, 1906.*"

An analysis of this order shows that part of it is mandatory and part permissive. The order requires that all laborers who are appointed anywhere to perform classified work shall be appointed under the civil-service rules, and that all mere laborers in cities where the labor regulations are in force shall be appointed with the approval of the boards of labor employment, subject to the supervision of the United States Civil Service Commission. The boards of examiners for the twelve civil-service districts act as boards of labor employment. The order permits the classification of laborers in cities to which the labor regulations apply (except the city of Washington, D. C., where laborers have been classified under the orders of the President dated January 12 and March 30, 1905), subject to the approval of the United States Civil Service Commission, under the following limitations:

(*a*) The principal duties of a laborer must have been of the grade performed by classified employees.
(*b*) Such duties must have been efficiently and satisfactorily performed.
(*c*) No laborer so classified may be promoted or transferred without examination.

In order to receive the benefits of this order, it must be shown that the laborer was engaged upon classified work for more than half of his time, or that the classified work he performed was of much more importance than his unclassified work, and that he has been engaged upon classified work for a sufficient length of time to determine whether his services are efficient and satisfactory.

You are hereby requested to furnish me at your very earliest convenience, THROUGH THE APPOINTMENT CLERK OF THE DEPARTMENT, a statement containing such particulars respecting unclassified laborers employed in the portion of the Department under you as will assist in determining correctly which, if any, laborers shall be classified under the order mentioned above, showing—

(*a*) The name of each laborer who was appointed without examination in offices in cities in which the labor regulations are in effect.
(*b*) Date of appointment.
(*c*) Present duties.
(*d*) Kind of labor performed.
(*e*) Length of time assigned to classified and unclassified work daily.
(*f*) How long he has been assigned to such work.
(*g*) Whether his services have been efficient and satisfactory and whether his classification is recommended.

At present the labor regulations are in effect in the following-named cities, the city first named in each district being the headquarters of the board of labor employment for that district:

First District.—Boston.
Second District.—New York, Buffalo, Newark (N. J.).
Third District.—Philadelphia, Allegheny, Pittsburg (Pa.).
Fourth District.—Washington (D. C.), Baltimore (Md.).
Fifth District.—Atlanta (Ga.).
Sixth District.—Cincinnati, Cleveland, Columbus (Ohio), Indianapolis (Ind.), Louisville (Ky.).
Seventh District.—Chicago (Ill.), Detroit (Mich.), Milwaukee (Wis.).
Eighth District.—St. Paul, Minneapolis (Minn.), Omaha (Nebr.).
Ninth District.—St. Louis, Kansas City (Mo.).
Tenth District.—New Orleans (La.).
Eleventh District.—Denver (Colo.).
Twelfth District.—San Francisco (Cal.), Portland (Oreg.).

I request you to promptly attend to this matter and report thereon without delay.

James Wilson

Secretary of Agriculture.

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D.C.

April 24, 1906.

CIRCULAR LETTER.

TO THE CHIEFS OF BUREAUS, DIVISIONS AND OFFICES.

Gentlemen:

Your attention is hereby called to Executive Order dated The White House, December 7, 1905, for the prevention and spread of tuberculosis in the departments. You will see that the rules and regulations herewith are strictly enforced, by placing the placards in a conspicuous place in the building or buildings occupied by your force; and further, by giving all an opportunity to familiarize themselves with the requirements of the rules promulgated by the Committee, which are furnished for that purpose.

By order of the Secretary:

E. R. Benson

Chief Clerk.

See p. 168.

(FORM 1.)

PREVENTION OF TUBERCULOSIS

AMONG

GOVERNMENT EMPLOYEES.

Prepared and issued in accordance with Executive Order of December 7, 1905.

EXECUTIVE ORDER.

The National Association for the Study and Prevention of Tuberculosis, recently adopted the following resolution:

"*Resolved*, That in the interest of Preventive Medicine and the cause of Industrial Hygiene this Association respectfully recommends to the Chief Executive of the Nation the desirability of instituting an inquiry through the proper officers of the Government as to the sanitary conditions existing in all Government offices and workshops where a large number of persons are employed, especially with a view of recommending, if necessary, measures for the prevention of tuberculosis therein."

In view of this resolution and in the interest of the Government service, I hereby appoint Surgeon General Robert M. O'Reilly, U. S. A., Surgeon General P. M. Rixey, U. S. N., and Surgeon General Walter Wyman, of the Public Health and Marine Hospital Service, a committee to prepare and submit to the President for approval a plan for carrying out the intent of the above resolution, and the committee is hereby empowered to detail one or more persons from each of the services named for the purpose of assisting in the formation of a plan for investigation and action.

THEODORE ROOSEVELT.

THE WHITE HOUSE,
December 7, 1905.

EXECUTIVE ORDER.

In accordance with the report and recommendations of the Committee appointed by the Executive Order of December 7, 1905, to prepare a plan for the prevention of tuberculosis in the Government offices and workshops, I hereby promulgate the following order with the object of eliminating and preventing tuberculosis among the employees of the public service:

It shall be the duty of the head of each of the Executive Departments in Washington to cause to be printed and transmitted to all of the Federal buildings under his control, the rules prepared by said Committee to prevent the spread of tuberculosis in the buildings, and to require their display by the custodian in such manner and in such number as is necessary to carry out the intent of the rules.

It is hereby required of each Department to ascertain the names

of any persons in service in said Department afflicted with tuberculosis, and to present to them the printed rules prescribed by said Committee for their observance.

The nonobservance of said rules shall, in the discretion of the head of the Department, be considered a just cause for separation from the service.

Whenever there is a doubt with regard to any person in the Government service, as to whether said person is afflicted with pulmonary tuberculosis, an order shall be issued for said person to present himself (or herself) at one of the Government laboratories for examination, and to present the Department, from the Director or other authorized officer of the said laboratory, a certificate showing the result of said examination. If a Government laboratory is not accessible, the laboratory investigation shall be made at Government expense.

The Surgeon General of the Army, the Surgeon General of the Navy, and the Surgeon General of the Public Health and Marine-Hospital Service, are hereby directed to cause a thorough sanitary inspection of the public buildings and workshops under their respective departments; and they are authorized to detail from their respective medical services, a sanitary board, or boards, for this purpose. The inspection of the public buildings and workshops other than those under the War and Navy Departments shall be conducted under the Surgeon General of the Public Health and Marine-Hospital Service. The sanitary board, or boards, thus appointed shall report upon:

First. Insanitary conditions immediately remediable;

Second. Insanitary conditions requiring structural changes.

The said board when entering upon its duties in any Department shall report to the executive head of said building or workshop, who shall, on the request of the board, give such assistance as may be required.

The sanitary board, or boards, will make reports to the Surgeon General of their respective services, who shall bring these reports before the Committee appointed by Executive Order of December 7, 1905, and said Committee shall transmit a full report with recommendations to the President.

These duties to be additional to, and not to take precedence of, the regular duties of the members of the Committee.

THEODORE ROOSEVELT.

THE WHITE HOUSE,
February 28, 1906.

PREVENTION OF TUBERCULOSIS.

Tuberculosis is the most widely spread and deadly disease that affects humanity. It is *infectious*, and is communicated from the sick to the well.

The cause of the disease is a living germ, a minute plant called the *bacillus* of *tuberculosis*, which enters the body in various ways and there causes change of structure, destruction of tissue, and very often constitutional symptoms of a general bodily infection, with wasting away and ultimate death if not checked at the beginning.

I.—NATURE OF THE DISEASE.

During the progress of the disease the germs are constantly multiplying in the affected parts of the body and may escape and infect others in several ways.

Germs entering through the skin may cause local tuberculosis without always a resulting general infection.

Germs swallowed may cause tuberculosis of the intestines and other internal organs.

Germs inhaled, thus gaining entrance to the air passages, cause by far the commonest of all forms of tuberculosis—*consumption*, *phthisis*, *pulmonary tuberculosis*, or *tuberculosis of the lungs*.

Consumption, the "Great White Plague" of mankind, causes in the United States and in Europe about one death in every four occurring between the ages of 20 and 50. No age, however, is exempt.

It is a disease that finds most of its victims at the active working age, and it carries off young boys and girls just entering upon the serious work of life, fathers and

mothers of families, breadwinners, and citizens at the most useful period of their lives.

Not only is consumption the most common form of tuberculosis, but it is the most infectious, the most dangerous to the public health.

The lungs and air passages affected undergo a destructive process, with the production of myriads of new living germs. By the constant coughing, hawking, and spitting attending consumption the germs are scattered far and wide. Rooms, houses, public vehicles, and even whole inhabited districts, may become so contaminated with the germs that every healthy person breathing the air of such places is subjected to constant danger of acquiring the disease.

The germs outside of the body are very long lived and resistant to destruction.

II.—DANGER OF SPUTUM.

The disgusting habit of spitting upon the sidewalk, floors of public buildings, hallways, porches, the floors of carriages, cars, boats, etc., when the offender is consumptive, distributes day by day millions of disease germs in all directions.

The sputum soon dries, the germs mix with the air and dust of the buildings or vehicles, and are inhaled into the lungs of healthy persons.

The fresh living germs in moist sputum are especially virulent and the greatest care must be exercised not to permit such germs to enter the mouth. Myriads of the germs adhere, for instance, to the drinking glass and may be transferred from the sick to the well by drinking from a glass or cup which has recently been used by a consumptive. In a similar manner the germ of the disease may be conveyed by towels, handkerchiefs, soap and other toilet articles, tableware, and objects of personal use.

If it were not for the power that very vigorous people,

living healthy lives, possess to resist disease in general it is probable that consumption would kill off whole communities, because it hardly seems possible that any single inhabitant of a city, where many have consumption, can for long escape breathing into his lungs some of the germs of the disease.

III.—CONDITIONS FAVORING SPREAD OF TUBERCULOSIS.

People most liable to be infected are those who live unhygienic lives, or who are compelled, in order to get a livelihood, to work amidst unhealthful surroundings.

Overcrowded, unventilated dwellings, offices, and workshops, sedentary occupation with lack of exercise, trades causing much dust which by irritating the lungs produces favorable conditions for the growth of the germ, poor food and insufficient clothing, uncleanliness of person and surroundings are all factors in predisposing persons to consumption; but it must be remembered that nothing can actually *cause* consumption except the entrance of the germ into the body.

It is commonly said that certain families inherit tuberculosis and it is beyond doubt that a constitution predisposed to consumption may be inherited, but the real reason that generation after generation in some families has died of the disease is generally that the sick members of the family have infected the well.

No matter where the germs are accidentally lodged, whether on floors, sidewalks, vehicles, on clothing or utensils, their vitality is fostered by dirt, dampness, and darkness. On the other hand, sunshine, pure air and cleanliness are most valuable means of resisting and destroying the infection and of curtailing the disease when early recognized.

But the *only sure way of preventing infection is to destroy all the sputum of every consumptive*, for it is almost

always by means of the sputum that a consumptive infects another person.

IV.—CONSUMPTION IS CURABLE.

It is now recognized that consumption is undoubtedly curable when intelligent treatment is undertaken early in the disease. Certain climates are known to be very favorable to a cure and annually hundreds of people seek to recover their health by going to Colorado, southern California, or elsewhere.

The only reason that climate cures the disease is that sunshine, equable temperature, and absolutely pure air can be better taken advantage of in some places than in others.

It is possible for recovery to take place in almost any climate if plenty of pure air can be obtained and the body protected against dampness and sudden variations in the weather; and no consumptive, whose case is recognized early, should despair because his poverty and the necessity of providing for his family will not permit treatment in some of the recognized favorable climates.

It is of course advisable that every consumptive should, when possible, live in a favorable climate or be treated in a sanitarium where not only the best prospects of cure are to be had, but where the danger to the health of others is eliminated.

It is to be hoped that before long all communities will understand that, to provide for indigent consumptives in their midst, sanitarium treatment at the public expense is not only a humane measure of the first order but an economical self protective measure in which every citizen has a vital interest.

To stamp out tuberculosis it is necessary for every one to participate in the recognized sanitary rules for preventing this deadly disease.

Already the work of health officials throughout the

country in disseminating plainly written pamphlets on the subject and formulating rules of hygiene in the simplest language has been successful in saving lives.

In order that persons in Government employ may be as far as possible protected during the hours of work in public buildings, certain general rules should be observed by all employees, and special precautions are necessary when any person working with others is found to have consumption.

As good health is required in appointment to the classified civil service, as those in the service are intelligent people and the conditions under which they work are generally not unhygienic, it is not likely that much tuberculosis will be found among them. Some cases are inevitable, however; perhaps unrecognized as such by the patients and their friends; perhaps known to the sufferers, who are compelled to continue their daily work in order to maintain their families and who even conceal the nature of their complaint for fear of losing their positions.

The rules of prevention are quite simple and in the light of the foregoing remarks can be understood by anyone with ordinary intelligence.

It is only in the exact and universal observance of the rules by the public generally and by patients in particular that success is to be hoped for in the great work of preventing the spread of the disease.

It is of vital importance to a community that all cases of pulmonary tuberculosis should be recognized as early as possible. It is also to the best interest of the patients that this be done.

The diagnosis can generally be made before the patient has progressed very far in the disease and before he has become a very great danger to others by a careful medical examination and by a laboratory test of the sputum to determine the presence of the bacilli.

If early treatment is instituted, the disease is curable in almost any climate.

The mere presence of a consumptive able to perform work does not constitute a grave danger to others if his sputum is destroyed before it can spread infection.

HOME ADVICE FOR CONSUMPTIVES.

1. Sleep alone.

2. Use no hangings, upholstered furniture, or useless floor coverings in your sleeping room.

3. Whitewashed or painted walls are preferable to those covered with wall paper.

4. Expose the bedroom freely to the outside air when not occupied, and sleep with the windows open. Spend as much time as possible in the open air, and use the bedroom only at night.

5. Do not be afraid of cold weather as long as the body is protected, and be especially careful to keep the feet dry.

6. Keep the body warmly clad and guard against sudden changes in the weather.

7. Take plenty of nourishing food. Consumptives often need more nutriment than they are inclined to take. Milk, eggs, and fatty foods are especially valuable when they can be assimilated.

8. There is no known medicine that can *cure* consumption. Medicines for the relief of cough and other symptoms of the disease should be taken only on the advice of a physician.

9. Lead a temperate life in all things.

10. Be scrupulously careful not to infect the other members of your family by distributing the germs contained in your sputum. Refrain from coughing as far as you can; but when it is necessary turn your head aside and hold a handkerchief over your mouth.

11. Use a destructible portable spit receiver, which can be bought for a few cents; use one or even more a day and destroy them by burning.

12. Never swallow the material brought up from the lungs; it may cause infection of the digestive tract.

13. It is not best to use handkerchiefs to receive the sputum. Japanese paper napkins or squares of old linen, to be burnt when soiled, may be used; but these are not as cleanly as the portable spittoons.

14. Scrupulously avoid dust, disorder, dampness, darkness, and bad air in your home.

15. Be hopeful and expect a cure.

REGULATIONS TO PREVENT THE SPREAD OF TUBERCULOSIS IN GOVERNMENT BUILDINGS, OFFICES, AND WORKSHOPS.

1. All persons in Government employ are positively forbidden to spit upon the floors.

2. Rooms, hallways, corridors, and lavatories shall be freely aired and effectually cleaned at least once a day and not during working hours.

3. Spittoons shall receive a daily cleansing with very hot water and when placed ready for use must contain a small quantity of water.

4. Dust must be removed as completely as possible by means of dampened cloths or mops. It should never be needlessly stirred up by a broom or duster, as this practice only spreads the dust and germs.

5. Floors of tiling, brick, or stone must be frequently scoured with soap and water.

6. The senior clerks in charge of workrooms will take measures to secure during working hours the admission of as much fresh air and sunshine as the conditions will permit.

7. The use of individual drinking glasses is recommended.

8. Persons in Government employ who suffer from pulmonary tuberculosis shall be separated when possible from others while at work.

9. Such persons will not be permitted to use the public spittoons, but must provide themselves with individual sputum receivers, preferably of easily destructible material, and carry these with them on arrival and departure. They will be held strictly responsible for the disposal and destruction of their own sputum, so that no other person's health may be endangered therefrom.

10. Such persons must provide their own drinking glasses, soap, and towels and shall not use those provided for the general use.

11. Plainly printed notices, reading as follows: "Do not spit on the floor; to do so may spread disease," shall be prominently posted in rooms, hallways, corridors, and lavatories of public buildings.

V.—PENALTY FOR NONOBSERVANCE OF RULES.

Paragraphs 1, 9, and 10 of the above regulations must be complied with by Government employees under the penalty prescribed in the Executive Order of February 28, 1906.

○

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

JUNE 26, 1906.

CIRCULAR LETTER.

TO CHIEFS OF BUREAUS AND DIVISIONS:

Your attention is invited to the extract from the Act making appropriation for the Post-Office Department for the fiscal year ending June 30, 1907:

The chief officer of each of the several Executive Departments, independent bureaus, and Government establishments, having headquarters in Washington, District of Columbia, shall maintain from July first to December thirty-first, nineteen hundred and six, a record of all mail entered at Washington by each under the penalty privilege during said period, so as to show the character and quality of said mail by the several classes of mail as defined by law, and report to Congress not later than February first, nineteen hundred and seven, the number of pieces and weight by the said several classes of mail, and the amount of postage which would have been required for each of said respective classes calculated at the regular postage rates as provided by law.

To facilitate the work in carrying out this provision of the law you will find herewith blanks to be filled out whenever any mail is to be dispatched. These reports are to be made out daily by chiefs of divisions and transmitted to the chiefs of bureaus, who will at the end of each month make a consolidation for the Chief Clerk. Independent divisions will likewise make consolidated reports at the end of each month. These reports are to be continued for six months, beginning July 1, 1906, and up to and including December 31, 1906.

All printed matter will be charged as third-class, whether sealed or unsealed.

Clerks who have charge of this work will find classification of mail in the Postal Guide.

By order of the Secretary:

E. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary.

FEBRUARY 26, 1907.

CIRCULAR LETTER.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, AND THE FOREST SERVICE:

Your attention is invited to the following extract from a letter of the United States Civil Service Commission, dated January 28, 1907.

The Commission has the honor to invite to your attention that it has experienced great difficulty for some time in securing a sufficient number of competent male eligibles qualified as stenographers and typewriters for meeting the demands of the service. This difficulty is no doubt due in a large measure to existing industrial conditions, which enable competent stenographers and typewriters to secure outside employment at salaries equal or in excess of those paid in the Government service, but there is no doubt that constant demands are made on the stenographer and typewriter register for filling positions where the duties are not stenography and typewriting, or where work of the nature is so occasional that it might properly be given to stenographers already employed. The Commission desires very much to remedy this latter condition, in order that it may more adequately meet the needs of the Departments in those cases where competent stenographers and typewriters are really needed. The Commission is constantly in receipt of letters from eligibles who have declined appointment when certified from the stenographer and typewriter register in which they state they declined because they have learned that the duties of the positions to which certified are not stenography and typewriting; that they have spent considerable time and money in perfecting themselves in this line of work and they prefer not to receive assignment to clerical duties in order that they may not lose their proficiency. It is believed that persons who have passed the clerk and bookkeeper examination will be found better adapted for the ordinary kinds of clerical work than the persons who have passed the stenographer and typewriter examination, as ability to obtain a passing grade in the latter examination is largely dependent upon facility in stenography and typewriting, while the bookkeeper and clerk examinations are much more thorough tests of clerical efficiency. The Commission therefore requests that in filling vacancies where the duties do not imperatively require that the persons appointed be stenographers and typewriters, requisitions be requested from the clerk and bookkeeper registers rather than from the register for stenographer and typewriter.

I desire you to comply with the request of the Commission in so far as it is possible to do so. In recommending that a request be made on the Civil Service Commission for the certification of a stenographer and typewriter a specific statement should be made by you as to the necessity of the selection of a stenographer and typewriter rather than a clerk, bookkeeper, or other grade of employee.

Very respectfully,

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

APRIL 6, 1907.

CIRCULAR LETTER.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, AND THE FOREST SERVICE, ETC.:

In making certifications from the eligible registers of the United States Civil Service Commission the examination papers of the eligibles certified are transmitted to this Department for inspection in order to aid the selecting officer and the appointing officer in making a selection. The United States Civil Service Commission desires to have all questions in the examination papers treated confidentially and to this end requests the cooperation of the Department of Agriculture. You and all employees who may have occasion to inspect those papers are therefore cautioned not to make copies of any of the questions contained therein or to inspect the papers except for the purpose of making a selection.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

JUNE 22, 1907.

CIRCULAR LETTER.

For the information of the employees of the Department of Agriculture—

In compliance with a recent opinion of the Attorney-General, also a ruling of the Comptroller, hereafter in making up time for annual leave the Sundays, holidays, and half holidays will be deducted and not charged against the time taken.

By order of the Secretary:

S. R. Burch

Chief Clerk.

CIRCULAR OF MARCH 10, 1908.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

TO WHOM IT MAY CONCERN:

The attention of every person to whom authority is granted by the Secretary of Agriculture, or by the Acting Secretary of Agriculture, to employ temporarily assistants, stenographers, clerks, laborers, cooks, etc., subject to the rules of the Civil Service Commission, is particularly drawn to Rule VIII of the said rules, as amended by the President on January 27, 1908. Said rule provides, among other things, that temporary appointment shall not be made to a competitive position in the classified service except upon the prior authorization of the Civil Service Commission. EXCEPTIONS FROM THE RULE are stated in Paragraphs 6, 9, 12, and 13, Section 1, Schedule A of Classified Positions Excepted from Examination, appended to the Civil Service Rules, which are as follows:

PARAGRAPH 6.—"Any person receiving not more than $300 per annum compensation for his personal salary, who may lawfully perform his official duties in connection with his private business, such duties requiring only a portion of his time." The rate being $25 per month.

PARAGRAPH 9.—"All positions in Alaska which can not be filled from appropriate existing registers, except those in the Customs Service."

PARAGRAPH 12.—"Mechanics and skilled tradesmen or laborers, employed upon construction or repair work in the field services, under such restrictive conditions that, IN THE OPINION OF THE COMMISSION, they can not, as a class, be appointed from registers of eligibles."

PARAGRAPH 13.—"Cooks, when in the opinion of the Commission it is not expedient to make appointment upon competitive examination."

NOTE.—The favorable opinion and authorization of the Commission to employ persons in the positions described in paragraphs 9, 12, and 13 must be obtained before such persons can be excepted from examination and employed in the service of the Department of Agriculture and the "restrictive conditions" which show that "they can not, as a class, be appointed from registers of eligibles," must be stated in a communication addressed to the Appointment Clerk of the Department of Agriculture, Washington, D. C., to be used in each case as a basis for action by the Secretary of Agriculture in an effort to obtain the necessary authorization from the U. S. Civil Service Commission, if it shall be deemed advisable to do so.

Very respectfully,

James Wilson

MARCH 10, 1908. *Secretary of Agriculture.*

211

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

CIRCULAR LETTER.

June 19, 1908.

TO THE CHIEFS OF BUREAUS, DIVISIONS AND OFFICES:

By direction of the Secretary, IT IS HEREBY ORDERED that the Saturday half holidays for the year 1908, for the employees of this Department in Washington and vicinity, will be from 12-30 p.m., June 20, to September 19, inclusive.

A. R. Rucker

Chief Clerk.

Received June 24, 1908, and a copy supplied each division, B.A.I. same date.

R.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

ADDRESS REPLY TO "CHIEF OF BUREAU OF ANIMAL INDUSTRY," AND REFER TO R

July 6, 1908.

To Chiefs of Divisions and Others:

Your special attention is called to the accompanying circular letter of the Secretary with regard to the use of rush slips for printing.

In order that I may have the necessary information for making recommendations to the Secretary for his approval of rush orders, you are directed hereafter to submit, with each request for printing to which you attach a rush slip, a statement showing why it is necessary to have the work rushed and why the request was not made earlier so as to avoid the necessity for rushing the work. In case the delay is due to the negligence or carelessness of employees the names of those at fault should be given.

A. D. Melvin

Chief of Bureau.

See p. 213

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

ADDRESS REPLY TO "CHIEF OF
BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO R

July 6, 1908.

To Chiefs of Divisions and Others:

Your special attention is called to the accompanying circular letter of the Secretary with regard to the use of rush slips for printing.

In order that I may have the necessary information for making recommendations to the Secretary for his approval of rush orders, you are directed hereafter to submit, with each request for printing to which you attach a rush slip, a statement showing why it is necessary to have the work rushed and why the request was not made earlier so as to avoid the necessity for rushing the work. In case the delay is due to the negligence or carelessness of employees the names of those at fault should be given.

Chief of Bureau.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JULY 1, 1908.

RESTRICTIONS IN REGARD TO THE USE OF "RUSH" SLIPS FOR PRINTING.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

My attention has been called to the increasing use of the red ticket or "Rush" slip as applied to the printing ordered for the various Bureaus, Divisions, and Offices. Inasmuch as an extra charge of 20 per cent is hereafter to be made by the Public Printer for rush work, it is imperative that the number of such orders be reduced to the minimum, and I have accordingly instructed the Editor and Chief of the Division of Publications that no rush order will hereafter be sent to the Public Printer without the signature of the Secretary.

There is rarely any excuse for rush orders for blanks, blank books, letterheads, envelopes, etc., as it should be the duty of some person in each Bureau to look after such matters and make requests for additional supplies before the stock on hand is exhausted. As regards bulletins, circulars, and pamphlets, ample time must be allowed and the use of the red ticket avoided. The printing fund is already insufficient for our actual requirements and every effort must be made to reduce, rather than to increase, the cost of printing.

Very respectfully,

James Wilson

Secretary.

Dec p. 212

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 29, 1909.

CIRCULAR LETTER.

TO ALL CHIEFS OF BUREAUS, OFFICES, DIVISIONS AND SERVICES AND TO ALL THEIR SUBORDINATES IN THE DEPARTMENT OF AGRICULTURE.

The President of the United States has issued an Order, of which the following is a copy:

EXECUTIVE ORDER.

It is hereby ordered that no bureau, office or division chief, or subordinate in any department of the Government, and no officer of the army or navy or marine corps stationed in Washington, shall apply to either House of Congress, or to any committee of either House of Congress, or to any member of Congress, for legislation, or for appropriations, or for congressional action of any kind, except with the consent and knowledge of the head of the department; nor shall any such person respond to any request for information from either House of Congress, or any committee of either House of Congress, or any member of Congress, except through, or as authorized by, the head of his department.

WM. H. TAFT.

THE WHITE HOUSE,
November 26, 1909.

(No. 1142.)

Your close attention to and strict observance of the above Executive Order is hereby enjoined upon each and every one in the Department of Agriculture.

James Wilson
Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

CIRCULAR LETTER.

TO THE OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE RESPECTING LEAVES OF ABSENCE AND FURLOUGHS WITHOUT PAY:

A leave of absence without pay is only granted to a person employed in some Bureau, Office, Division, or Service of the Department of Agriculture, when such person makes a written request for such leave, stating the reason therefor and the length of time the applicant desires such absence to continue, which shall not conflict with General Order No. 100, and such leaves of absence are granted only by the Secretary of Agriculture on the recommendation of the applicant's Chief.

A furlough without pay is ordered when the services of the person furloughed are temporarily discontinued in the Department for the good of the service or because of the needs of the Department, and then only in accordance with General Order No. 100, as follows:

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
WASHINGTON, D. C., JULY 27, 1906.

GENERAL ORDER NO. 100.

In the United States Department of Agriculture no leave of absence without pay will hereafter be granted for a longer period than three months, except in special and peculiar cases, and no furlough without pay or leave of absence without pay shall continue in force and effect for a longer period than one year from the date of the commencement thereof.

Chief Clerk.

Secretary of Agriculture.

MARCH 7, 1910.

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

251

July 12, 1910.

CIRCULAR LETTER.

For the information of the employees of the Department of Agriculture, the following Act of Congress, approved June 25, 1910, is hereby promulgated:

AN ACT

To provide additional protection for owners of patents of the United States, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That whenever an invention described in and covered by a patent of the United States shall hereafter be used by the United States without license of the owner thereof or lawful right to use the same, such owner may recover reasonable compensation for such use by suit in the Court of Claims: Provided, however, That said Court of Claims shall not entertain a suit or award compensation under the provisions of this Act where the claim for compensation is based on the use by the United States of any article heretofore owned, leased, used by, or in the possession of the United States: Provided further, That in any such suit the United States may avail itself of any and all defenses, general or special, which might be pleaded by a defendant in an action for infringement, as set forth in Title Sixty of the Revised Statutes, or otherwise: And provided further, That the benefits of this Act shall not inure to any patentee, who, when he makes such claim is in the employment or service of the Government of the United States; or the assignee of any such patentee; nor shall this Act apply to any device discovered or invented by such employee during the time of his employment or service.

By order of the Secretary.

S. R. BURCH,
Chief Clerk.

R

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

259

April 5, 1911.

CIRCULAR

To Employes of the United States
Department of Agriculture at Denver, Colorado.

The United States Civil Service Commission, in a letter dated April 1, 1911, informs me that there has been organized at Denver, Colorado, a branch of the Civil Service Retirement Association, said to number at the present time more than four hundred persons. The Commission says:

> "It is learned that the members of the Association feel that they have a right as citizens to use such influence as they may control to accomplish the election of candidates who favor a system of straight pensions.

The Commission then quotes the Executive Order of January 31, 1902, as follows:

> All officers and employes of the United States of every decription, serving in or under any of the executive departments or independent government establishments, and whether so serving in or out of Washington, are hereby forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interest any other legislation whatever, either before Congress or its Committees, or in any way save through the heads of the departments or independent government establishments in or under which they serve, on penalty of dismissal from the government service."

The Commission quotes also a letter from the President of the United States dated December 25, 1909, written in response to a request made by the United States Civil Service Retirement Association, as follows:

I have no objection to making an exemption in favor of the Executive Committee of your Association to enable that Committee to present its views on retirement to the Committee of Congress having charge of the subject and to assist them in preparing a retirement bill. This exemption, however, does not apply to all members of the Association, but only to a representative committee.

Stating that the above orders have not been abrogated, and are in full force and effect, the Commission adds:

"The Commission is clothed with no discretion in such matters; it can not assume authority to say that a certain rule or order is too rigorous or too drastic; it must see that all rules and orders, so long as they exist, are fully and faithfully observed.

"The Commission therefore requests the Department to warn its officers and employees at Denver of their duties under the orders quoted."

You will take due notice of the above.

James Wilson
Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

281 ✓

CIRCULAR LETTER. JULY 10, 1912.

BOARD OF SURVEY.

The following employees of the Department of Agriculture are designated as members of the Board of Survey:

A. A. Ormsby, Office of the Chief Clerk, Chairman.
Lewis Jones, Chief Engineer.
E. E. Meloy, Property Clerk, B. P. I.
E. A. Bennett, Property Clerk, B. A. I.

The Board is hereby charged with the duty of inspecting such property of this Department in the City of Washington as shall be reported to it by the Chief Clerk of the Department during the fiscal year ending June 30, 1913, as having been worn out or unserviceable, or of no practical use to the Department or to a particular Bureau thereof.

The Board will carefully review and examine all property turned in by the different Bureaus, Divisions and Offices, all of which shall be subject to its inspection; and it will recommend such dispostion of the same by sale, reissue, or destruction as will, in its judgment, best subserve the public interests.

It shall be the duty of the Board of Survey to see to the destruction of all property which by its action is condemned or ordered destroyed.

At least three members of the Board shall actually inspect and make recommendations as to all such property.

Attest: James Wilson
Secretary.

Chief Clerk of Department.

CIRCULAR LETTER. JULY 10, 1913.

BOARD OF SURVEY.

The following employees of the Department of Agriculture are designated as members of the Board of Survey:

A. A. Ormsby, Office of the Chief Clerk, Chairman.
Lewis Jones, Chief Engineer.
E. R. Meloy, Property Clerk, B. P. I.
E. A. Bennett, Property Clerk, B. A. I.

The Board is hereby charged with the duty of inspecting such property of this Department in the City of Washington as shall be reported to it by the Chief Clerk of the Department during the fiscal year ending June 30, 1913, as having been worn out or unserviceable, or of no practical use to the Department or to a particular Bureau thereof.

The Board will carefully review and examine all property turned in by the different Bureaus, Divisions and Offices, all of which shall be subject to its inspection; and it will recommend such disposition of the same by sale, release, or destruction as will, in its judgment, best subserve the public interests.

It shall be the duty of the Board of Survey to see to the destruction of all property which by its action is condemned or ordered destroyed.

At least three members of the Board shall actually inspect and make recommendations as to all such property.

Attest:

Secretary.

DEPARTMENT OF AGRICULTURE.
OFFICE OF THE SECRETARY.

303.

December 27, 1912.

CIRCULAR LETTER:

BOARD OF SURVEY.

Supplementing Circular Letter of July 10, 1912, Mr. F. B. Linton, Chief Clerk of the Bureau of Chemistry, is hereby designated a member of the Board of Survey of the Department of Agriculture, vice Mr. E. A. Bennett, resigned.

James Wilson
Secretary.

Attest:

C. C. CLARK,
Chief Clerk of Department.

T R E A S U R Y D E P A R T M E N T

WASHINGTON

Office of
sistant Secretary

November 13, 1914.

Circular letter to all purchasing officers connected with the executive departments and independent establishments in the City of Washington.

Sir:

The items enumerated in the following excerpt from the contract of Gustave C. Gennert for furnishing Government supplies for the fiscal year 1915 have been conditionally omitted from his contract:

It is understood and agreed by and between the parties hereto that the omission of the following items, which were included in the accepted proposal, to wit:

Item No.	Article	Price	Unit
12000	Acetone sulphate, in 1-pound containers; on sample	$1.31	pound
12003	Albumen, impalpable powder; on specifications	1.50	pound
12022	Developers, photographic:		
	(a) Amidol, in bottles (diamidol-phenol hydrochloride); on specifications-		
	(1) In 1-ounce bottles, minimum order 1 pound; Hauff's Diamidophenol	.25	ounce
	(f) Hydroquinone, c.p.; Gennert's pure white; on specifications-		
	(1) In 1-pound containers	.55	pound
	(2) In 10-pound containers	.53	pound
	(3) In 25-pound containers	.525	pound
12025	Dyes, for photographic purposes;		
	(b) For staining motion pictures; on specifications-		
	(1) Ounce containers	.50	ounce
	(2) Pound containers	3.00	pound

Item No.	Article	Price	Unit
12041	Glass, photgraphic; on samples:		
	(d) Ruby, flashed, all sizes-		
	(1) Double thick	$0.60	sq.ft.
	(2) Single thick	.40	sq.ft.
	(e) Yellow, pot colored, all sizes-		
	(1) Double thick	.60	sq.ft.
	(2) Single thick	.40	sq.ft.
12043	Iron and ammonium citrate, green scales, commercial; on specifications-		
	(a) In small containers	.05	ounce
	(b) In large containers	.59	pound
12053	Paper, printing-out;		
	(3) Sunrae; net prices, as per the following list-		

Size	Sunrae Dozen	Sunrae Gross
(a) 3½ by 5½	$0.17	$1.33
(b) 4 by 5	.17	1.33
(c) 4 by 6	.17	1.33
(d) 5 by 7	.23	2.34
(e) 5 by 8	.27	2.67
(f) 6½ by 8½	.40	4.00
(g) 7 by 9	.47	4.67
(h) 8 by 10	.54	6.00
(i) 10 by 12	.80	9.00
(j) 11 by 14	1.07	11.67
(k) 14 by 17	1.60	18.00
(l) 16 by 20	2.40	24.00
(m) 18 by 22	2.67	30.67
(n) 20 by 24	3.20	36.67

	(p) Rolls, 24½ inches wide-		
	(1) 10 feet	$1.50	roll
	(2) 10 yards	4.00	roll
12068	Trays, photographic; on samples:		
	(b) Porcelain-		
	(1) 5½ by 7½	.40	each
	(2) 5½ by 8½	.50	each
	(3) 7 by 9	.60	each
	(4) 8½ by 10½	.70	each
	(5) 10½ by 12½	1.10	each
	(6) 12½ by 16	2.80	each
	(7) 15 by 18	4.50	each
	(8) 17½ by 21½	6.00	each
	(9) 21 by 25	8.00	each

(a)	by	.....	36.32
(b)	by	.....	1.39
(c)	by 8	.....	1.23
(d)	by 7	.....	2.31
(e)	by 6	.....	
(f)	by	.....	
(g)		.....	4.67
(h)		.....	
(i)		.....	5.00
(j)		.....	11.07
(k)	by 17	..... 1.00	18.00
(l)	by	..... 3.40	24.00
(m)	by	..... 4.7	30.67
(n)	by	..... 3.20	36.87

(o) Morg... ...d ... ...nc-

(p) ...

(q) ...d .....

(r) ...

(s) ...

(t) ... by ... .ch

(u) ... by ... . .50 ...ch

(v) ... by ... . .60 ...ch

(w) ... by ... . .70 ...ch

(x) ... by ... . 1.10 ...ch

(y) ... by ... . .80 ...ch

(z) ... by ... . 1.50 ...ch

(aa) ... by ... . 6.00 ...ch

(bb) ST by ... . 3.10 ...ch

Item No.	Article	Price	Unit
12068	Trays, photographic; on samples: (cont'd.)		
	(c) Enameled-		
	(1) 5½ by 7½	$0.25	each
	(2) 5½ by 8½	.33	each
	(3) 7 by 9	.44	each
	(4) 8½ by 10½	.60	each
	(5) 10½ by 12½	.81	each
	(6) 12½ by 16	1.35	each
	(7) 15 by 18	2.25	each

shall not in any manner relieve the contractor from liability to furnish such articles at prices stated in his proposal, if there be such liability, nor shall the insertion of this clause herein be construed as a recognition of such liability by the contractor, nor shall the execution hereof constitute such a liability.

A record should be kept of all purchases of supplies originally awarded to Gustave C. Gennert, made in the open market during the entire fiscal year beginning July 1, 1914, whether of the articles listed herein or of others which Gennert has heretofore declined to deliver, or which he may hereafter refuse to deliver at the prices upon which awards to him were made; and any amounts paid for such articles in excess of award prices should be charged to Gustave C. Gennert.

Previously to making open market purchases of such articles, however, orders for same at contract prices should, in every instance, be drawn on Gennert, thus affording him an opportunity to either fill the order, or decline to do so within his time of delivery, advising him that, if the quantities ordered are not delivered within the time stated in the Schedule, they will be purchased in the open market and any excess cost charged to the contractor and his bondsmen.

The following procedure, as outlined by the Solicitor of the Treasury for use in such cases, should be adopted:

> Each department and independent establishment shall, on or before August 15th of each year, report to the General Supply Committee the name of any contractor defaulting in his contract during the preceding fiscal year, the articles and quantities which it was necessary for the Department or establishment to purchase from other parties on account of such default during the term of the contract, and the excess prices paid therefor.

shall not in any manner relieve the contractor from liability
of any liability by the contractor, nor shall the exoneration
tute such a liability.

A record should be kept of all purchases of supplies originally awarded
have ... owners, made in the open ... during the entire fiscal year beginning
July 1. Each ... whether of the articles listed herein or of others which ...
heretofore declined to deliver, or which he may thereafter refuse to deliver ...
fices upon which awards to ... made; objecting ... said for ... such ...
in one or more ... to the ... C. Connert.

... to making ... of such articles, however, ...
... payment prices ..., in ... manner to deem ...
affording ... opportunity ... offer ..., or decline to do ...
the time ... delivery, obtains ... upon which ... offered are ...
and unless the ... is, ... will be performed in the ...
... may exceed ... contractor and his sureties.

The following ..., ... by the ... of the Treasury ...
... ,

... department ... under ... ,
before ... fiscal ... of each year. ... Supply Com-
... the name of any contractor ... in the contracts during the
... fiscal year, the articles and quantities which it was ...
... or cancellation ... a purchaser from other ...
... of such default during ... of the contract, and
... should ...

The General Supply Committee shall tabulate such reports and forward to the Secretary of the Treasury, on or before October 15th following, a statement containing the name of each defaulting contractor and the total quantity of, and excess amount paid for, each article purchased by all the Departments and independent establishments from other parties on account of his default, and the total indebtedness of such contractor to the Government.

The Secretary of the Treasury upon receipt of such statement should make demand upon the failing contractor and his sureties for the payment of such indebtedness, and if no attention should be paid to such demand and it is desired that suit be brought for the recovery of the amount due, the papers in connection with the matter, including the bond or certified copy thereof should be forwarded by the Secretary to the Solicitor of the Treasury for proper legal proceedings.

By direction of the Secretary:

Respectfully,

(Signed) Byron R. Newton,

Assistant Secretary
of the Treasury.

- o O o -

- o 0 o -

OFFICE OF THE GENERAL SUPPLY COMMITTEE

U. S. EXECUTIVE DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS.

WASHINGTON

November 24, 1914.

Circular No. 18.

Errata No. 4, General Schedule of Supplies, 1915.

The O'Neill-Adams Co., Sixth Avenue, Twentieth to Twenty-second Streets, New York City, was declared a defaulting contractor by the Secretary of the Treasury on November 14, 1914.

The Emil Greiner Co., Fulton and Cliff Streets, New York City, was declared a defaulting contractor by the Secretary of the Treasury on November 13, 1914.

Miller, Clagett & Co., 617 C Street, N.W., Washington, D. C., was declared a defaulting bidder by the Secretary of the Treasury on November 23, 1914.

All items in the General Schedule of Supplies awarded to any of the above-named bidders, which are required by the various Executive Departments and Independent Government Establishments in Washington during the current fiscal year, should be purchased in the open market by competitive bid.

The procedure as outlined by the Solicitor of the Treasury should be followed, viz:

> "Each department and independent establishment shall, on or before August 15th of each year, report to the General Supply Committee the name of any contractor defaulting in his contract during the preceding fiscal year, the articles and quantities which it was necessary for the Department or establishment to purchase from other parties on account of such default during the term of the contract, and the excess prices paid therefor.

"The General Supply Committee shall tabulate such reports and forward to the Secretary of the Treasury, on or before October 15th following, a statement containing the name of each defaulting contractor and the total quantity of, and excess amount paid for, each article purchased by all the Departments and independent establishments from other parties on account of his default, and the total indebtedness of such contractor to the Government.

"The Secretary of the Treasury upon receipt of such statement should make demand upon the failing contractor and his sureties for the payment of such indebtedness, and if no attention should be paid to such demand and it is desired that suit be brought for the recovery of the amount due, the papers in connection with the matter, including the bond or certified copy thereof should be forwarded by the Secretary to the Solicitor of the Treasury for proper legal proceedings."

Respectfully,

(Signed) O. H. Briggs,

Superintendent of Supplies.

- o O o -